

**Office of Lt. Governor
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Office of Cultural Development – Division of the Arts

Recipient: Assumption Parish Library

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program Special Initiative
 - Line Item Appropriation
 - Letter of Agreement

Yes No

- Does the agreement include budget worksheet?
- Does the agreement include anticipated uses?
- Does the agreement include estimated duration of the project?
- Does the agreement include goals, objectives, and measures of performance?
- Does the agreement indicate requirement of written progress report every six (6) months?
- Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)
- Has the comprehensive budget been approved by the appointing authority?
- Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?

Signatures:



Contract Monitor

4-11-2014

Date



Appointing Authority

4/11/14

Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 14 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Assumption Parish Library
Address: 293 Napoleon Avenue
City & State: Napoleonville, LA 70390
Contact Name: Barbara Caballero
Telephone Number: 985.369.7070
Fax Number: 985.369.6019

Program Data:

Arts Grant #: FY14-044
Amount to be
Transferred: \$3,231.00
Funding Source: State Funds 5414 | Federal Funds 5303
Beginning Date: July 1, 2013
Ending Date: June 30, 2014

1. Proposed Plan with Detailed Goals and Objectives:

The Assumption Parish Library is planning two arts projects for the surrounding community. The first is a six-week book discussion on “Revolutionary War Battles”, with Dr. Charles Elliot, Professor of History at Southeastern University. The book seminar will begin on Thursday, April 8 from 2:00 – 4:00pm and end on Thursday, May 15. The books discussed in this series are: James Nelson’s George Washington’s Secret Navy: How the American Revolution Went to Sea; David Hackett Fischer’s Washington’s Crossing; John Buchanan’s The Road to Valley Forge: How Washington Built the Army that Won the Revolution; Richard M. Ketchum’s Saratoga: Turning Point of American’s Revolutionary War; Thomas Fleming’s Washington’s Secret War: The Hidden History of Valley Forge and John Caughey’s Bernardo de Galvez in Louisiana, 1776-1783.

The second is a monthly Story Time program with Head Start students across the parish. Story time includes the reading of several books, arts, crafts and music programs. Parish Head Start programs have an enrollment of 3875 students and 71% are on low income or free lunch programs.

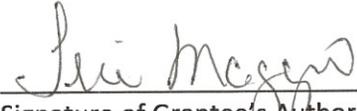
Our goals include:

- Offer literary series for adults
- Provide opportunities for Head Start students in the parish to experience the arts
- Support a Louisiana Artist

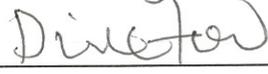
2. Proposed Performance Measures for the Project:

- Participation by Head Start students in the Story Time program will be tracked and measured.
- Grantee will document activities of the literary series on the “Revolutionary War Battles”.
- Participation in the literary series will be tracked and measured.

3. A COMPREHENSIVE BUDGET showing all anticipated uses of the funding MUST BE ATTACHED to this proposal.
4. This project is viable in accordance with the grant agreement and this form will serve as the report, as required by Act 14.



Signature of Grantee's Authorized Official



Title

ATTACHMENT D – LDOA AGREEMENT

Project Budget

INCOME:

ITEM	AMOUNT
No income	\$0.00

EXPENSES:

ITEM	AMOUNT
Honorarium (6 weeks)	\$1200.00
Travel expenses	\$267.37

ATTACHMENT D – LDOA AGREEMENT

Organization Budget FY13

Please attach your organizations budget for the last completed fiscal year.

Revenue

Taxes

Ad Valorem taxes	\$336,674.
¼% Sales tax	\$615,617.
Total Taxes	\$952,291.

Expenditures

Salaries	\$395,130.
Prof fees	\$ 5,400.
Total Personnel Services	\$400,530.

Contractual Services

Dues	\$ 1,650.
Utilities	\$ 33,000.
Telephone	\$ 25,000.
Automated services	\$ 17,000.
Outside services	\$ 34,000.
Insurance	\$ 1,600.
Liability	\$ 34,022.
Car insurance	\$ 1,671.
Rental equipment	\$ 100.
Total Contractual Services	\$148,128.

Materials & Supplies	
Maintenance of Buildings	\$ 2,000.
Program supplies	\$ 4,500.

Expenditures

Materials and supplies	
Maintenance parts & supplies	\$ 2,700.
Office supplies & postage	\$ 11,000.
Food, Clothing & supplies	\$ 1,800.
Total Materials & supplies	\$ 15,500.

Equipment purchases	\$ 5,000.
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Other Charges

Retirement	\$ 51,520.
Unemployment	\$ 1,200
Workers Comp. Insurance	\$ 3,000
Travel Expenses	\$ 11,500.
FICA	\$ 10,187.
Health Insurance	\$176,581.
Life Insurance	\$ 530.
Total Other Charge	\$254,518.